



**Town of Arlington, Massachusetts**  
**730 Massachusetts Ave., Arlington, MA 02476**  
**Phone: 781-316-3000**

**webmaster@town.arlington.ma.us**

## **Policies and Procedures Minutes 05/13/2013**

Approved 6/5/2013

Arlington School Committee  
Policies & Procedures Subcommittee  
Meeting Minutes  
Monday, May 13, 2013 @ 6:00 p.m.

### Attendance

Subcommittee Members: Jeff Thielman (Chair), Kirsy Allison-Ampe, and Paul Schlichtman

School Committee Members: Bill Hayner

District Leadership: Kathleen Bodie, Ed.D. (Superintendent)

The meeting was called to order at 6:00 p.m.

### ● **Public Participation**

- Mr. Hayner said he would like to propose a change to the policy BEA, school calendar, to scheduling School Committee meetings on the first and third Thursday of every month. This would allow him to attend other meetings of groups he is involved with.
- The subcommittee asked Mr. Hayner to consult with other members and do research as we have in the past when we changed this policy. Mr. Hayner agreed to do so, and Mr. Schlichtman offered to help him.
- There are two meetings in June, which would allow for two readings of this policy change.

### ● **Policy CBI, CBI-E (Superintendent Evaluation), and BDFA-E-2 (Goal Setting)**

- The subcommittee and the Superintendent agreed to a new timeline that (tentatively) will go as follows:
  - By September 30<sup>th</sup> each year, the Superintendent shall present evidence of the progress made on the previous year's approved goals, including standards, indicators and elements the School Committee and Superintendent agreed to evaluate.
  - By the second School Committee meeting in October each year, School Committee members shall complete in writing and present to the chairperson an End-of-Cycle Summative Evaluation Report on the Superintendent.
  - At the first School Committee meeting in November, the School Committee shall, in open session, evaluate the Superintendent as specified below.
  - By March 31<sup>st</sup> each year, the Superintendent shall present an interim report on the progress made on the goals agreed to the previous June.
  - By June 30<sup>th</sup> each year, the Superintendent shall present the district's yearly goals to the School Committee for

approval for the new fiscal year (July 1 through June 30), and the School Committee and the Superintendent shall agree by which standards, indicators and elements of the Model Rubric for Superintendents shall be measured for the next fiscal year.

- The subcommittee agreed that a written, summative evaluation should be drafted for the superintendent in addition to an oral discussion in open session.
- The subcommittee agreed to amend BDFA-E-2 such that yearly goals must be submitted by June 30<sup>th</sup> each year.
- Mr. Thielman will amend the policies in the spirit of today's discussion and bring them back to the subcommittee for further discussion.

The meeting adjourned at 7:00 p.m.